

**RSU 63 Board of Directors**  
**Monday, June 26, 2023**  
**6:30pm**  
**Holden Elementary School**  
**Agenda**  
**Google Meet:** [meet.google.com/kde-yomw-hva](https://meet.google.com/kde-yomw-hva)  
**Phone In:** 1-609-467-4788 **PIN:** 994 051 256#

*The phone and video link above are available to members of the public. At least one Board member is participating remotely. Therefore, public comment will also be available for remote participants during "Questions and Comments from the Public".*

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Welcome New Board Members**

**Election of RSU 63 Board Chair**

**Election of RSU 63 Vice Chair**

**Executive Session** – Discussion of contract negotiations pursuant to 1 M.R.S.A. § 405(6)(D)

**Resume Public Session**

**Action Regarding Contract Negotiations**

**Approval of Minutes for May 22, 2023 Board Meeting**

**Approval of Minutes of May 22, 2023 Budget Meeting**

**Approval of Minutes of June 12, 2023 Special Board Meeting**

**Recognition and/or Awards of Students, Staff, and Others**

1. Grade 8 Student Awards
2. Robert Merritt - Retirement
3. Robert Simko - Retirement
4. Paul "Jake" Morgan – Length of Service

**Acceptance of Gifts/Donations**

**Presentation** – Salary Scales Information, Kelly Theriault, RSU 63 Business Manager

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. **Budget and Finance Committee Meeting:** August 8, 2023 at 5:15pm, Holbrook Middle School
2. **Policy Committee Meeting:** TBD
3. **Curriculum Committee:** TBD
4. **Board Meeting:** TBD

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee Report

**Superintendent's Report**

**Acceptance of Committees', Administrators', Superintendent's, and Board Chair's Reports**

**Old Business**

**New Business**

1. Certification of the Referendum Results
2. Declare Bus 19 as Surplus

3. Bids
  - a. Snow Plowing and Sanding
  - b. Bus Fleet Fuel
4. 2023-2024 RSU 63 Board Meeting Dates and Locations
5. Review of Board Committees and Committee Member Assignments
  - a. Election of Budget and Finance Committee Members
  - b. Election of Warrant Officers
  - c. Discussion and Volunteers for Other Committees, Boards, and High School Liaisons
6. RSU 63 Board of Directors Documents Review
7. Motion to Authorize the Superintendent to Hire New Teachers During Summer Months

#### **Personnel Actions**

1. Resignations/Retirements
2. Elections
  - a. Ethan Welch, Grade 6
  - b. Facilities and Maintenance Manager
  - c. Transportation Coordinator
3. Appointments
4. Reassignments
5. Searches
  - a. Grade 6 Teacher
  - b. Grade 5 Teacher
  - c. Grade 5 Teacher
  - d. Grade 7 Teacher
  - e. Special Education Director
  - f. Special Education Resource Room Teacher
  - g. Ed Tech II or III, Holbrook
  - h. Bus Driver
  - i. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

#### **Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

**RSU #63 Board Meeting**  
**Date: May 22, 2023**  
**Location: Holbrook Middle School**  
**Minutes**

RSU #63 Board Member(s) Present:

*Town of Holden:* Cherie Faulkner, Tracy Roberts, Matthew Campbell (arrived at 6:08pm), and Heather Lander

*Town of Eddington:* Heather Grass, Tracy Bigney, and Karen Quimby

*Town of Clifton:* Linda Graban

Board Chair, Tracy Roberts called the meeting to order at 6:06pm.

At 6:07pm, motion by Cherie Faulkner with a second by Tracy Bigney to enter into executive session for discussion of contract negotiations pursuant to 1 MRSA section 405(6)(D).

Discussion: None

**Vote: 7 Approved; 0 Opposed**

Public session resumed at 6:30pm, followed by the flag salute and moment of silence.

Motion by Karen Quimby with a second by Cherie Faulkner to approve the April 24, 2023 RSU #63 Budget Informational and Board Meeting Minutes.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Others:** Heather Lander recognized and thanked all the members of the Parent Teacher Group, as well as Lisa Jandreau and Nichole Phinney for their hard work during the year with hosting a variety of fun family events and fundraisers. The events were well attended and most importantly the students had a great time.

**Acceptance of Gifts/Donations:** Superintendent Jared Fulgoni announced a Food Service Supply Chain Grant was received in the amount of \$8271.21.

Motion by Tracy Bigney with a second by Heather Grass to accept the donations as listed on the agenda.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

**Presentation:** None

**Questions from the Public:** Amy Hart, Holden resident read a statement in support of RSU 63 teachers and staff. Angie Potter, Clifton resident asked for clarification on student transportation to Hampden Academy. Sarah Lane, current RSU 63 teacher and Holden resident spoke in support of the RSU 63 teachers and staff.

**Dates of Next Meetings:**

Budget and Finance Committee Meeting: Wednesday, June 14, 2023 at 5:15pm, Holbrook Middle School

Policy Committee Meeting: TBD

Curriculum Committee: TBD

Board Meeting: Monday, June 26, 2023 at 6:30pm, Holden Elementary School

**Budget and Finance:** There was nothing to add to the Business Managers report. The minutes for the recent Budget and Finance Committee meeting will be ready for the next Board Meeting.

**Superintendent's Report:** Jared Fulgoni advised he had a remote meeting with the Deputy Commissioner and a local high school superintendent regarding tuition for students who have not attended school at all this year. They are working together on an agreement for receiving schools moving forward.

**Acceptance of Reports:**

Motion by Matthew Campbell with a second by Heather Grass to accept all written and verbal reports from the Administrators and Superintendent.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

**Old Business:** None

**New Business:**

**Revised COVID Safe Return to School Plan:** Kelly Theriault, RSU 63 Business Manager advised this plan will need to be revised every six months for as long as we have federal funding.

Motion by Matthew Campbell with a second by Linda Graban to approve the Revised COVID Safe Return to School Plan.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

**Position Approval:** Custodian/Maintenance

Motion by Matthew Campbell with a second by Cherie Faulkner to approve the creation of the Custodian/Maintenance position.

**Discussion:** Ms. Quimby asked if this was duties in addition to the custodian job. Superintendent Fulgoni confirmed.

**Vote:** 8 Approved; 0 Opposed

**Position Approval:** RTI Coordinator/Interventionist/Coach

Motion by Matthew Campbell with a second by Heather Grass to approve the creation of the RTI Coordinator/Interventionist/Coach position at Holbrook Middle School.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

**Personnel Actions:**

**Resignations/Retirements:** Rachel Beckwith, Grade 6 ELA; Leslie Beers-Huskins, Grade 5; and Sarah Lane, Grade 2

**Elections:**

Motion by Matthew Campbell with a second by Linda Graban to approve Elizabeth Higgins as Grade 5 Teacher and Sarah Estes as Holbrook School Counselor.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

Superintendent Fulgoni advised Savannah Haas was listed on the agenda for a teacher election, however turned down the offer today, prior to the start of the Board meeting.

**Appointments:** Jennah Geiser, Substitute; Andrew Blake, Substitute Custodian; Emily Villemare, Substitute; and Kelly Smith, Eddington Elementary School Secretary.

**Reassignment:** None

**Searches:** Grade 6 Teacher, Grade 2 Teacher, Grade 1 Teacher, Special Education Director, Grade 7 Teacher, .6 FTE Curriculum Director, Custodian/Maintenance, Anticipated Holbrook Resource Room Special Education Teacher, Anticipated Ed Tech III at Holbrook, Bus Drivers, and Substitutes.

**Adjournment:**

At 7:00pm, motion by Tracy Bigney with a second by Cherie Faulkner to adjourn the meeting.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

Respectfully submitted by,

Jared Fulgoni  
RSU 63 Superintendent of Schools

**Approved:**

RSU #63 Budget Meeting  
Date: May 22, 2023  
Location: Holbrook Middle School  
Minutes

RSU #63 Chair, Tracy Roberts called the meeting to order at 7:06pm for the purpose of determining the Budget Articles set forth below.

**Warrant Articles (Attachment A)**

**Article 1:**

**"To elect by ballot a Moderator to preside at said meeting."** School budget for July 1, 2023 to June 30, 2024.

Motion with a second to nominate John Bunker for the position of Moderator for the RSU #63 Budget Meeting.

John Bunker accepted the nomination. There were no other motions from the floor. **By written ballot, John Bunker was elected Moderator with Mr. Bunker receiving 19 votes with none opposed.**

Tracy Roberts, Board Chair, swore in Mr. Bunker.

John Bunker stated he will follow the Maine Moderators Manual as a guide for the meeting.

Superintendent Jared Fulgoni gave a brief summary of the proposed FY24 budget.

**Article 2:**

Motion with a second to approve Article 2 of the RSU #63 Warrant as written in the amount of **\$6,077,224.00.**

**Discussion:** Susan Dunham Shane, Eddington resident questioned the purchase of Math books. Kelly Theriault, RSU 63 Business Manager responded the books are not being cut. They are waiting on a new Math curriculum.

**By a show of hands, Article 2 of the RSU #63 Warrant as written passed in the amount of \$6,077,224.00, with none opposed.**

**Article 3:**

Mr. Bunker read Article 3. Motion was made with a second to approve Article 3 of the RSU #63 Warrant as written in the amount of **\$1,738,852.75.**

**Discussion:** Susan Dunham Shane, Eddington resident questioned staff funding and shift of positions. **By a show of hands, Articles 3 of the RSU #63 Warrant as written passed in the amount of \$1,738,852.75, with none opposed.**

**Article 4:**

Mr. Bunker read Article 4. Motion was made with a second to approve Article 4 of the RSU #63 Warrant as written in the amount of **\$593,888.17.**

**Discussion:** Susan Dunham Shane, Eddington resident questioned the Director of Curriculum position and funding for this position, Librarian salary decrease, and Technology Support salary. Ashley Allen, Holden resident questioned the funding for curriculum development and how it will be handled if teachers do not participate.

**By a show of hands, Articles 4 of the RSU #63 Warrant as written passed in the amount of \$593,888.17, with two opposed.**

**Article 5:**

Mr. Bunker read Article 5. Motion was made with a second to approve Article 5 of the RSU #63 Warrant as written in the amount of **\$1,335,128.13.**

**By a show of hands, Articles 5 of the RSU #63 Warrant as written passed in the amount of \$1,335,128.13, with none opposed.**

**Article 6:**

Mr. Bunker read Article 6. Motion was made with a second to approve Article 6 of the RSU #63 Warrant as written in the amount of \$773,664.78.

By a show of hands, Articles 6 of the RSU #63 Warrant as written passed in the amount of \$773,664.78, with none opposed.

**Article 7:**

Mr. Bunker read Article 7. Motion was made with a second to approve Article 7 of the RSU #63 Warrant as written in the amount of \$494,404.00.

Discussion: Susan Dunham Shane, Eddington resident questioned the Superintendent salary and insurance lines and how the funding was found for this large increased cost to the district.

By a show of hands, Articles 7 of the RSU #63 Warrant as written passed in the amount of \$494,404.00, with four opposed.

**Article 8:**

Mr. Bunker read Article 8. Motion was made with a second to approve Article 8 of the RSU #63 Warrant as written in the amount of \$485,832.00.

Discussion: Susan Dunham Shane, Eddington resident questioned the Principal and Assistant Principal salary changes and funding. Kelly Theriault, RSU 63 Business Manager explained that the grant funding for the Assistant Principal position was ending.

By a show of hands, Articles 8 of the RSU #63 Warrant as written passed in the amount of \$485,832.00, with none opposed.

**Article 9:**

Mr. Bunker read Article 9. Motion was made with a second to approve Article 9 of the RSU #63 Warrant as written in the amount of \$86,618.90.

By a show of hands, Articles 9 of the RSU #63 Warrant as written passed in the amount of \$86,618.90 with none opposed.

**Article 10:**

Mr. Bunker read Article 10. Motion was made with a second to approve Article 10 of the RSU #63 Warrant as written in the amount of \$68,500.00.

By a show of hands, Articles 10 of the RSU #63 Warrant as written passed in the amount of \$68,500.00, with none opposed.

**Article 11:**

Mr. Bunker read Article 11. Motion was made with a second to approve Article 11 of the RSU #63 Warrant as written in the amounts of

**Total Appropriated**

<i>Clifton</i>	<u>\$1,135,534.34</u>
<i>Eddington</i>	<u>\$3,308,847.57</u>
<i>Holden</i>	<u>\$4,283,783.66</u>

**Total Raised**

<i>Clifton</i>	<u>\$591,636.83</u>
<i>Eddington</i>	<u>\$1,323,719.17</u>
<i>Holden</i>	<u>\$2,200,196.67</u>

**School District Total**

**Appropriated \$8,728,165.57**

**School District Total**

**Raised \$4,115,552.67**

By a show of hands, Articles 11 of the RSU #63 Warrant as written passed, with none opposed.

**Article 12:**

Mr. Bunker read Article 12. Motion was made with a second to approve Article 12 of the RSU #63 Warrant as written in the amount of \$1,876,650.34.

By secret ballot, Article 12 of the RSU #63 Warrant as written passed in the amount of \$1,876,650.34, with none opposed.

Vote: 18 Yes; 2 Opposed

**Article 13:**

Mr. Bunker read Article 13. Motion was made with a second to approve Article 13 of the RSU #63 Warrant as written in the amount of \$11,654,112.73.

By a show of hands, Article 13 of the RSU #63 Warrant as written passed in the amount of \$11,654,112.73, with none opposed.

**Article 14:**

Mr. Bunker read Article 14. Motion was made with a second to approve Article 14 of the RSU #63 Warrant as written in the amount of \$3,700.00.

By a show of hands, Article 14 of the RSU #63 Warrant as written passed in the amount of \$3,700.00, with none opposed.

**Article 15:**

Mr. Bunker read Article 15. Motion was made with a second to approve Article 15 of the RSU #63 Warrant as written in the amount of \$4,159,421.61.

By a show of hands, Article 15 of the RSU #63 Warrant as written passed in the amount of \$4,159,421.61, with none opposed.

Vote: 20 Yes; 0 Opposed

**Article 16:**

Mr. Bunker read Article 16. Motion was made with a second to approve Article 16 of the RSU #63 Warrant as written in the amount of \$318,528.80.

By a show of hands, Article 16 of the RSU #63 Warrant as written passed in the amount of \$318,528.80, with none opposed.

Vote: 20 Yes; 0 Opposed

**Article 17:**

Mr. Bunker read Article 17. Motion was made with a second to approve Article 17 of the RSU #63 Warrant as written.

By a show of hands, Article 17 of the RSU #63 Warrant as written passed with none opposed.

**Article 18:**

Mr. Bunker read Article 18. Motion was made with a second to approve Article 18 of the RSU #63 Warrant as written.

Discussion: Susan Dunham Shane, Eddington resident asked if the reserve account funds were reflected in this article and if the funds were depleted. Kelly Theriault explained the reserve account is not in any article, but is in the audit. She added the Bus Garage was purchased with funds from the reserve account (as voters approved) so the account was low, but not depleted.

By a show of hands, Article 18 of the RSU #63 Warrant as written passed in an amount not to exceed \$125,000.00, with none opposed.

**Adjournment:** At 8:06 the meeting adjourned.

Respectfully submitted by,

Jared Fulgoni  
RSU #63 Superintendent of Schools

**Approved:**

**REGIONAL SCHOOL UNIT NO. 63**  
**Warrant for Annual Budget Meeting**

**(Required articles)**

To Tracy Roberts, a resident of Regional School Unit No. 63 composed of the Towns of Clifton, Eddington, and Holden in the County of Penobscot, State of Maine.

In the name of the State of Maine, you are hereby required to notify the voters of each of the municipalities within Regional School Unit No. 63, namely, the Towns of Clifton, Eddington, and Holden, that a District Budget Meeting will be held at the Holbrook School, 202 Kidder Hill Road, in the Town of Holden, Maine at 7:00 P.M. on May 22, 2023 for the purpose of determining the Budget Meeting Articles set forth below.

ARTICLE 1 To elect by ballot a Moderator to preside at said meeting. *School Budget for July 1, 2023 to June 30, 2024.*

ARTICLE 2 To see what sum the District will be allowed to expend for REGULAR INSTRUCTION.  
 Board of Directors Recommends \$6,077,224.00

ARTICLE 3 To see what sum the District will be allowed to expend for SPECIAL EDUCATION.  
 Board of Directors Recommends \$1,738,852.75

ARTICLE 4 To see what sum the District will be allowed to expend for STAFF AND STUDENT SUPPORT.  
 Board of Directors Recommends \$593,888.17

ARTICLE 5 To see what sum the District will be allowed to expend for FACILITIES MAINTENANCE.  
 Board of Directors Recommends \$1,335,128.13

ARTICLE 6 To see what sum the District will be allowed to expend for TRANSPORTATION AND BUSES.  
 Board of Directors Recommends \$773,664.78

ARTICLE 7 To see what sum the District will be allowed to expend for SYSTEM ADMINISTRATION.  
 Board of Directors Recommends \$494,404.00

ARTICLE 8 To see what sum the District will be allowed to expend for SCHOOL ADMINISTRATION.  
 Board of Directors Recommends \$485,832.00

ARTICLE 9 To see what sum the District will be allowed to expend for OTHER INSTRUCTION.  
 Board of Directors Recommends \$86,618.90

ARTICLE 10 To see what sum the District will be allowed to expend for ALL OTHER EXPENDITURES.  
 Board of Directors Recommends \$68,500.00

ARTICLE 11 To see what sum the District will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the District will raise and assess as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688. (Recommend amount set forth below)

**Total Appropriated**

<b>Clifton</b>	<b>\$1,135,534.34</b>
<b>Eddington</b>	<b>\$3,308,847.57</b>
<b>Holden</b>	<b>\$4,283,783.66</b>

**School District Total**

**Appropriated \$8,728,165.57**

**Total Raised**

<b>Clifton</b>	<b>\$591,636.83</b>
<b>Eddington</b>	<b>\$1,323,719.17</b>
<b>Holden</b>	<b>\$2,200,196.67</b>

**School District Total**

**Raised \$4,115,552.67**

*Explanation: The District's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the District must raise and assess in order to receive the full amount of state dollars.*



ARTICLE 12 Shall Regional School Unit No. 63 raise and appropriate \$1,876,650.34 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$1,876,650.34 as required to fund the budget recommended by the Board of Directors? The Board of Directors recommends \$1,876,650.34 for additional local funds and gives the following reason(s) for exceeding the State's Essential Programs and Services funding model by \$1,876,650.34. The District's Facilities, Transportation and Special Education costs are higher than allocated by the model and actual secondary tuition costs are higher than funded through the EPS model. Additionally, the District's educational staffing ratios slightly exceed the staffing ratios recommended by the State's Essential Programs and Services funding model and System Administration & Co/Extra Curricular is only partially funded in the current formula. Board of Directors Recommends a "YES" vote.

*Explanation: The additional local funds are those locally raised funds over and above the District's local contribution to the total cost of funding public Education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act. The District's Facilities, Transportation, Special Education and School Administration costs are higher than allocated by the model. Actual secondary tuition rates are higher than funded through the EPS model. Additionally, the District's educational staffing ratios exceed the staffing ratios recommended by the State's Essential Programs and Services funding model and System Administration & Co/Extra Curricular is only partially funded in the current formula.*

ARTICLE 13 To see what sum the District will authorize the Board of Directors to expend for the fiscal year beginning July 1, 2023 and ending June 30, 2024 from the District's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy, and other receipts for the support of schools. Board of Directors Recommends \$11,654,112.73.

ARTICLE 14 To see what sum the District will appropriate \$3,700.00 for Adult Education and raise \$3,700.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

ARTICLE 15 Shall the regional vocational operating budget as approved by the cooperative board for the year beginning July 1, 2023 and ending June 30, 2024 be approved in the amount of \$4,159,421.61?  
(Not subject to amendment from the floor. May either be accepted or rejected by the voters. Requires count of votes.)

*Note: The District's (local) contribution to the total cost of funding the vocational operating budget for the year beginning July 1, 2023 and ending June 30, 2024 is \$0.00*

ARTICLE 16 Shall the vocational region approve a budget for Adult education for the year beginning July 1, 2023 and ending June 30, 2024 in the amount of \$318,528.80?  
(Not subject to amendment from the floor. May either be accepted or rejected by the voters. Requires count of votes.)

*Note: The District's contribution to the total cost of funding the vocational region adult education for the year beginning July 1, 2023 and ending June 30, 2024 is \$3,700.00.*

(Additional articles)

ARTICLE 17 In addition to the amounts approved in the preceding articles, shall the District be authorized to expend federal funds and such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of funds not previously appropriated?  
Board of Directors Recommends a "YES" vote.

ARTICLE 18 To see what sum the towns will authorize the Board of Directors to appropriate from audited school general fund balance as of June 30, 2022 to add to the already established facilities reserve account. Board of Directors Recommends an amount not to exceed \$125,000.00  
(Note: This amount is from fund balance and does not impact tax assessment.)

**RSU #63 Board Meeting  
Date: June 12, 2023  
Location: Holbrook Middle School  
Special Board Meeting Minutes**

RSU #63 Board Member(s) Present:

*Town of Holden:* Cherie Faulkner, Matthew Campbell, and Heather Lander

*Town of Eddington:* Heather Grass, Tracy Bigney, and Karen Quimby

*Town of Clifton:* Linda Graban

RSU #63 Board Member(s) Absent Excused:

*Town of Holden:* Tracy Roberts

Board Vice-Chair, Linda Graban called the meeting to order at 6:30pm, followed by the flag salute and moment of silence.

**New Business:**

**RSU 63 Business Manager Contract:** Superintendent Jared Fulgoni recommended the extension of contract for Kelly Theriault, RSU 63 Business Manager through August 30, 2023 to allow the Administrators contract negotiations to be finalized.

Motion by Karen Quimby with a second by Tracy Bigney to approve the contract extension for Kelly Theriault, RSU 63 Business Manager through August 30, 2023 pending Administrator negotiations.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Position Approval:** Transportation Coordinator Position and Facilities/Maintenance Director Position  
Superintendent Fulgoni noted on the agenda, Jake Morgan has tendered his resignation. Superintendent Fulgoni recommends to split the positions into two separate jobs as it is too much for one person to do successfully. Salary and benefits of these positions will be discussed at the next Budget and Finance Committee Meeting.

Motion by Matthew Campbell with a second by Heather Grass to approve the creation a Transportation Coordinator position and a Facilities/Maintenance Director.

**Discussion:** Tracy Bigney questioned the difference between director and coordinator. Superintendent Fulgoni advised there was no difference in responsibility.

**Vote:** 7 Approved; 0 Opposed

**Personnel Actions:**

**Resignations/Retirements:** Robert Simko, Grade 6 Teacher for retirement purposes; Zachery Pratt, Grade 7 Teacher for career advancement purposes; and Paul "Jake" Morgan, Facilities and Transportation Director for relocation purposes.

**Elections:**

Motion by Karen Quimby with a second by Matthew Campbell to approve the election of Jennah Geiser, Grade 1 Teacher; Sarah Maximic, Grade 2 Teacher; and Jason Smith, Grade 7 Teacher.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

Motion by Matthew Campbell with a second by Karen Quimby to elect Ashley Enright for the position of RTI Coordinator/Interventionist/Coach.

**Discussion:** Karen Quimby questioned if this should be tabled until after the referendum as this position is pending budget approval. Superintendent Fulgoni advised all elections are pending budget approval. Matthew Campbell felt this does not need to be tabled. The Board assured Ms. Enright they are in full support of her transition to this position, however they want to ensure all three Fifth Grade Teacher positions are filled first. Ms. Enright questioned who will do the job if the budget does not pass. Superintendent Fulgoni responded, the Principal will rework the schedule to ensure the need is met.

**Vote:** 7 Approved; 0 Opposed

Superintendent Fulgoni introduced Kristina Dumond, candidate for Director of Curriculum. Ms. Dumond gave a brief introduction to the Board with her qualifications.

Motion by Matthew Campbell with a second by Cherie Faulkner to elect Kristina Dumond as Director of Curriculum.

Discussion: Tracy Bigney asked for an explanation of the roll of this job. Superintendent Fulgoni explained Ms. Dumond will be a .6FTE as Curriculum Director and the remainder of the time she will fill the Literacy need at Eddington.

**Vote: 7 Approved; 0 Opposed**

**Adjournment:**

At 6:49pm, motion by Karen Quimby with a second by Heather Grass to adjourn the meeting.

Discussion: None

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Jared Fulgoni  
RSU 63 Superintendent of Schools

**Approved:**



## **Regional School Unit 63**

**Clifton, Eddington, and Holden**

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

Jared Fulgoni  
Superintendent of Schools

Kelly Theriault  
Business Manager

TO: RSU 63 BOARD of DIRECTORS  
FROM: JARED FULGONI, SUPT OF SCHOOLS  
RE: REPORT TO BOARD  
DATE: 06/21/23

The school year has come to a close and I want to thank the administrators, teachers, staff, and students for a great year!

I'd like to extend a welcome to our new Board Members.

### **New Business Items:**

Bus 19 – Bus 19 has been used for parts and is ready to be scrapped. I am recommending the Board declare the bus as surplus to allow the Transportation Coordinator the authority to send the bus to the scrap yard.

Bids – Budget and Finance Committee approved the Superintendent to move forward with the lowest bidder on the Snow Plowing and Sanding Bid and the Bus Fleet Fuel Bid at the May 12, 2023 meeting. Bids were received and opened on June 1, 2023. Whitmore Contracting was the low bidder, and only bidder, for the Snow Plowing and Sanding Contract. RH Foster was the low bidder for the Bus Fleet Fuel Contract.

Board Organizational Business – This month is the annual re-organization meeting of the Board. There are a number of documents for the Board to review and approve.

Elections – Administrators have been very busy with interviews for a number of openings. There are a few nominations for Board election.

I would like to publicly acknowledge and thank Karen Quimby and Cherie Faulkner for their service to our schools. I sincerely appreciate your passion, dedication and commitment to the District.

# Holbrook School

# Office of the Principal

202 Kidder Hill Road

Holden, ME 04429

Tel: (207) 843-7769 Fax: (207) 843-4328

Robert Meyer, Principal [Rmeyer@rsu63.org](mailto:Rmeyer@rsu63.org)  
Ebonie Baker, School Counselor [Ebaker@rsu63.org](mailto:Ebaker@rsu63.org)

Dawna Bickford, District Nurse [Dbickford@rsu63.org](mailto:Dbickford@rsu63.org)  
Karen Everhart, Administrative Assistant [Keverhart@rsu63.org](mailto:Keverhart@rsu63.org)

## Principal's Report - 16 June 23

As we approach the end of the school year we have been both preparing for next year with the 5th grade step-up day, as well as celebrating the accomplishments of our current students.

Holbrook has talent!! In addition to our spring band concert, our school Musical was a big success with near sold out crowds for both performances. While it was a lot of work, our adult leaders enjoyed working with our student performers and have already begun the process of preparing for next year's performance.

Our 8th graders have been participating in the end of year activities: a field trip to Fun Town, a formal dance, and of course our promotion ceremony. All were well received and a positive experience that helped end the year on a positive note. All 8th graders have also chosen and have been accepted at the various high schools available to them.

The 7th graders also participated in an enjoyable end of year field trip to Acadia to enjoy Maine's beauty and also took a side trip to the beach.

Finally, we closed the year with a fun pep rally/awards ceremony and BBQ for our entire school. Bob Merritt received a Boston Celtics basketball signed by the entire team as a final thank you for all the hard work and dedication Bob has given to the Holbrook team.

AD UPDATE: The Spring season got under way in March with baseball and softball clinics. Many students took advantage of these clinics even if they were not trying out for a team. The boys A baseball team had a very strong season and made it to the championship where they were defeated by the Orono Middle School baseball team. The girls A softball team had a strong season as well and made it to the semi final game in Bucksport which resulted in Bucksport winning. This year the B teams had healthy numbers for their first season and played games against Greenbush, Dedham and Orono. The B players will have a season's experience when the 2024 season begins.

Track had a successful season as well attending four meets and two practices a week to help them prepare. Holbrook is back to having a track team since covid and returned to our partnership with Dedham school for a total of 15 track members.

### Current student population:

TOTAL: 190

5th - 39

6th - 45

7th - 50

8th - 56

### Projected student population for 2023-2024

TOTAL: 172

5th - 37

6th - 40

7th - 45

8th - 50



Don Spencer, principal: [dspencer@rsu63.org](mailto:dspencer@rsu63.org)  
Heather Kiley, secretary: [hkiley@rsu63.org](mailto:hkiley@rsu63.org)  
Lauren Moulton, school counselor: [lmoulton@rsu63.org](mailto:lmoulton@rsu63.org)  
Dawn Bickford, school nurse: [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

590 Main Road Holden, ME 04429 | P 207-843-7828 | F 207-843-4329

**"RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enable them to succeed."**

I submit my June board report on behalf of the students and staff at the Holden School. As we bring the year to a close, we have **126 students**(5 more than last year) at this time. Wow!! Where has the school year gone? The weather cooperated for some activities and not so much for others. The children anxiously await June 15<sup>th</sup> as they head home for summer break☺

We finished the year with lots of outdoor activities. It sure has been a busy end to the school year.

- Field trips were educational and enjoyable by all grade levels in late May and early June. Grade 2-Acadia National Park learning Center, Grade 3-Seal Harbor for tidal pool exploring and Grade 4 to Bar Island for hiking and enjoying the coast of Maine.
- Step-Up sessions happened for the incoming grade tow children from Eddington and our 4<sup>th</sup> graders headed to Holbrook.
- We had a few field days and the weather wasn't the best but kids had a ball!!!! My thanks to Mr. Sagehorn and parent/grandparent volunteers☺
- A big thanks to the Seminary Hill Daylight Lodge for donating 12 bikes for the students who participated in "Bikes for Books." Congrats to the students for reading over 600 books during this event.
- A big thanks to wonderful "chefs" for preparing three special meals requested by the 4<sup>th</sup> grade homerooms. All the children enjoyed the decorations, food and music that aligned with the "themed" meals.
- We had a wonderful 4<sup>th</sup> grade celebration as we send these wonderful kids over to the middle school. Many parents/grandparents and friends came to watch a video of our 4<sup>th</sup> graders, the presenting of their "Class Mascot Shirts", a DQ cake was enjoyed as well as the annual "Jail Ball" game between the 4<sup>th</sup> grade students against the staff and parents. You all will be missed and are welcomed back any time☺
- Our thanks to the best of the best PTG☺ They provided so much support and gifts to the students and staff all year. You are the best!!!!

Once again my thanks to the superintendent and the board of directors for another wonderful year at the Holden Elementary School.(a few months at Eddington as well☺) I shall enjoy some vacation time at Egg Pond for relaxing, golfing and reading as well. Have a restful summer and I look forward to my 20<sup>th</sup> year as principal and 36<sup>th</sup> and final year in RSU#63. I do believe a total of 42 years in education, means it must be time☺☺





Timothy Baker, principal tbaker@rsu63.org  
Tina Ferrill, secretary tferrill@rsu63.org  
Lauren Moulton, school counselor lmoulton@rsu63.org  
Dawna Bickford, school nurse dbickford@rsu63.org

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

June 16, 2023

**RSU 63 is community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of the world. They are well prepared for high school with skills and a work ethic that enables them to succeed.**

I am pleased to submit my June board report on behalf of the Eddington elementary school. The current enrollment at Eddington Elementary stands at 32 students in Pre-K, 52 in Kindergarten, and 53 in First grade, for a total of 137 students.

We made it through another successful school year, and we have been busy coming do to the final stretch . On June 1, we held a Pre-k parent night to answer parent's questions about our Pre-k program and explain the schedule and champions daycare program. It was well attended and look forward to working with the families in the fall.

June 5, First Graders visited the Holden school to meet their new teachers in the fall. They were well behaved and excited to see what next year would bring them.

On June 8, Pre-k held its promotion ceremony. I was amazed at the number of people in attendance. Light refreshments were provided and everyone had a great time.

June 13, students at Eddington enjoyed a popsicle party for not receiving any bus slips through May till the end of the year. Great job to all the students.

June 14, the Eddington School held its Field Day. The rain held off just in time to get all the students to participate in the outside activities. The students were entertained by the Flamingo lady who is always a huge supporter here at the Eddington School.

June 15, was our last day of school. Pre-k and Kindergarten students had their step-up day to meet their teachers in the fall. They all seem very excited and look forward to next year.

Respectfully Submitted  
Timothy M. Baker  
Assistant Principal/ Eddington School Administrator



George Cummings  
Technology Coordinator

p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** June 16, 2023  
**Re:** Monthly Report

---

I submit this report to the School Board of Directors for June 2023.

#### **Infinite Campus**

Work continues on the migration from TylerSIS to Infinite Campus. On June 28, there will be a production site review before our go live date of July 1. I will work with the Infinite Campus project team to conduct a full review of the live data converted. A data health check report will be used in part with spot checking to identify items to be cleaned up or modified in post go live conversion.

#### **Summer Technology Projects**

Technology projects to be completed during the summer months is as follows:

- All District iPads, student Chromebooks, classroom Chromebooks, and servers will be cleaned and updated with the latest software updates.
- Decommission all old Chromebooks and prepare for e-waste pickup
- The Promethean boards at Holbrook schools will be removed from the classroom walls and prepared for e-waste pickup
- Facilitate in the installation can configuration of the 3 new interactive touch panels at Holbrook school
- Install dry erase boards in classrooms at Holbrook School
- Run year-end processes for Nutrikids and TylerSIS
- Inventory and assign asset identification numbers to all new district technology assets.
- Set up and assign laptops for new staff
- Create new Gmail and Infinite Campus accounts for new staff
- Set up and configure 48 new MLTI staff and student devices
- Configure IXL, Learning Ally and Lexia for the new school year
- Create Gmail accounts for any new students and suspend accounts for students that have graduated 8<sup>th</sup> grade or are not returning for the 2023-2024 school year.
- Assign laptops to students in grades 5-8
- Attend Infinite Campus setup sessions and trainings
- Each school's class roster file will be created and submitted for the Fall Maine Through Year testing sessions

Respectfully submitted,





## Regional School Unit 63

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

**June 26, 2023**

**Board Report**

**Sharon Haskell**

**Director of Curriculum and Instruction**

### **Curriculum & Instruction**

All schools just completed a busy month of assessments. All students in grades 3-8th successfully took the Maine Through Year Assessment this May. This assessment meets federal requirements for our state assessment and all public schools in the state are required to take this assessment in the spring and fall every year for grades 3rd-8th and second year of high school. The math and reading with results will be available in fall for this first round of testing. We have been assured that beginning with the assessment taken in the fall of 2023, results will be available shortly after the assessment is taken.

Grades 5 and 8 successfully took the Maine Science Assessment this May. This assessment measures Maine Science and Engineering Standards (i.e., the Next Generation Science Standards). It focuses on performance level expectations based on three-dimensional learning that incorporates science & engineering practices and cross-cutting concepts with disciplinary core ideas.

We received samples of the new science curriculum to share with our students during step-up day at Holbrook. The teachers are excited about the opportunity to work with the Maine Stem Partnership at the RiSE Center.

Mr. Simko's students successfully launched their bottle rockets last week! This is a tradition that Mr. Simko brought to Holbrook School and one that will continue for years to come. Thank you so much for all you have brought to our school, you will be greatly missed.

Field trips, service learning projects, final presentations, and so much more filled the final days of the school year. Please join me in thanking our teachers, staff, and caregivers who all support our students with endless love and acceptance. Know the support you give, the work you do, and the time you spend with these kiddos everyday is seen and appreciated.

With gratitude and appreciation, Sharon

## **Grants**

We have applied and are waiting to hear the results about the MLTI Teaching and Learning Technology Grant, #TeachWithTech: I talked with staff at the middle school to come up with a project and have worked with George Cummings, Bob Meyer, Josiah Simko, Peter Walsh, Brandy Walsh and other teachers to get this underway. They have done the leg work on deciding what the project would be based on the need the teams came up with. The plan is to create a computer lab at the middle school. The lab would have IMACS and Mac studios. The Mac Studio would be used for VR activities with TVs to display for them and could also be used as displays for a staff Mac Studio. We are also asking for HD digital video camera(s) and a series of digital photo cameras along with a green screen.

Respectfully submitted,

Sharon Haskell

“Give love and unconditional acceptance to those you encounter, and notice what happens.”  
Wayne Dyer

June Board Report  
Jake Morgan Transportation/Facilities

**Transportation:** We had to do State Inspections on nine of our school buses in April. Next round of inspections will be in August, on September 6<sup>th</sup> the State Police will be in to go over all our buses. In the near future the State. The State Police inspect all buses in the State once per year. We have one bus in Augusta for warranty work and one at Forest Auto Body for insurance work. The bus garage will be closed from June 19 – July 10<sup>th</sup> when the mechanic takes his vacation.

**Facilities:**

The Fire Department is writing a grant to try and update our school AED's along with theirs. We have had all three schools sprayed for Ticks twice so far this year. Who ever takes over for maintenance will need to get their pesticide certification so that they will be in compliance with the the State of Maine.

**Holbrook:**

The heating/ventilation project is going very well and is on schedule. We are working on the boiler room updates, this project went out to bid on the 2<sup>nd</sup> of June. We have two potential bidders for this job.

**Holden:**

The generator is all hooked up and started when the power went out.

**Eddington:**

The heating/ventilation project is complete. However we are still waiting for the computerized controlling to be on line. My replacement will need to get their AHERA – asbestos license because this school still has asbestos in it.



## Regional School Unit 63

Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

Jared Fulgoni  
Superintendent of Schools

Kelly Theriault  
Business Manager

**Date:** June 15, 2023

**From:** Kelly Theriault

**RE:** June Board Report

---

- The Budget & Finance committee met June 14, 2023. The committee reviewed the financials, reviewed the fleet fuel bid & plowing bid. We only received one bid for plowing, Whitmore Contracting. We received two bids for fuel (Dysarts & RH Foster.) The Fleet Fuel low bidder is RH Foster @ \$.075 over rack. The next budget & finance committee is scheduled for August 8, 2023 at 5:15 p.m.
- There are several bills pertaining to schools in the legislation currently that have a financial impact. One bill, LD974 would set a minimum wage for all school support staff positions. As currently written, the minimum wage rates for school hourly employees would be set at 125% (non-instructional) & 150% (instructional (Ed Techs) of the state's minimum wage. (There is also a proposal to increase the state's minimum wage to \$15.00.) Applying this rule to our current staff would be a small budget impact (about \$12,000), but the potential is much higher, as the rule would require us to change our salary schedules. Currently, only the bus driver & mechanic scales would meet the base rate. The other scales non-academic scales are step 5 before the rate is met. The Ed Tech I/II scales do not meet, and the Ed Tech III scale meets the rate at step 9. I'll be working on scales (& handbook) over the summer for the finance committee to review and recommend to the full board.
- Additionally LD 1064 would increase the minimum teacher salary to \$50,000 by the 27-28 school year. Within the current RSU 63 bargaining agreement the base teacher pay is \$45,000 for the 24-25 school year. This would be the first year of the bill proposal, and the required rate for that year would be \$42,500, with \$2500 minimum increments required for the next 3 years to reach \$50,000. Given our current contract base, this bill would not have a significant impact on our budget as currently proposed. I've attached, for comparison, our current scale with surrounding schools scales. What we are finding, our scales for existing staff are comparable to the market; where we seem to struggle is hiring experienced teachers, specifically more than 17 years experience, because our scale only has 16 steps.
- For the month of May, we averaged 9.5 staff out each day.
- Reports completed this month in the business office; MePERS, monthly school nutrition claim, Federal reimbursement invoicing.

2022-2023		# of Steps
Step	Glenburn	
OB	\$40,000.00	20
5B	\$43,800.00	
10B	\$50,550.00	
15B	\$57,300.00	
Top \$67,025		+\$1000

2022-2023		# of Steps
Step	Dedham Pk-8	
OB	\$40,098.00	29
5B	\$45,190.00	
10B	\$50,281.00	
15B	\$55,374.00	
Top \$68,613		+\$1200

2022-2023		# of Steps
Step	Orrington Pk-8	
OB	\$40,082.00	20
5B	\$45,129.00	
10B	\$49,046.00	
15B	\$53,370.00	
Top \$58,306		+\$2000

2022-2023		# of Steps
Step	RSU 63 Pk-8	
OB	\$41,000.00	16
5B	\$45,000.00	
10B	\$49,000.00	
15B	\$53,000.00	
Top \$53,800		+\$5000

**RSU 63 NOTE FY23:**  
Teacher salaries Ranged from \$41, 000-\$72,771

2023-2024		# of Steps
Step	Veazie PK-8	
OB	\$40,000.00	19
5B	\$45,300.00	
10B	\$53,066.00	
15B	\$61,216.00	
Top \$73,875		

2023-2024		# of Steps
Step	RSU 87 Pk-8	
OB	\$40,500.00	20
5B	\$45,500.00	
10B	\$50,500.00	
15B	\$55,500.00	
Top \$73,875		+\$1500

2023-2024 -		# of Steps
Step	Herrmon Pk-12	
OB	\$42,000.00	21
5B	\$47,600.00	
10B	\$53,100.00	
15B	\$58,600.00	
Top \$73,875		

2023-2024		# of Steps
Step	RSU 63 PK-8	
OB	\$42,500.00	16
5B	\$47,000.00	
10B	\$51,500.00	
15B	\$56,000.00	
Top \$56,900		+\$4100

## MSAD63

Report # 30183

## Warrant Article Summary Financial YTD

Statement Code: ArlSummFin

Account Number / Description	Revised Budget	Current Period	Reported Period	Encumbrances	Amount		Percent Remaining	Last Year Period	
					7/1/2022 - 5/31/2023	7/1/2022 - 5/31/2023		7/1/2022 - 5/31/2023	7/1/2022 - 5/31/2023
Subtotal Regular Instruction	\$2,904,963	\$219,571	\$2,267,467	\$9,365	\$628,131	\$2,019,443	22%	\$2,019,443	
Subtotal REG 9-12	\$2,880,168	\$223,675	\$2,374,556	\$0	\$505,612	\$2,573,216	18%	\$2,573,216	
Subtotal Special Education	\$1,727,395	\$112,135	\$1,139,248	\$13,042	\$575,105	\$1,250,424	33%	\$1,250,424	
Subtotal Staff & Student Sppt	\$670,481	\$34,424	\$511,946	\$978	\$157,557	\$424,905	23%	\$424,905	
Subtotal Facilities	\$1,402,010	\$40,101	\$1,057,476	\$108,927	\$235,607	\$1,068,608	17%	\$1,068,608	
Subtotal Transportation	\$776,956	\$38,401	\$544,746	\$3,412	\$228,798	\$620,913	29%	\$620,913	
Sub Total Trans to Other Units	\$0	\$8,112	\$77,541	\$0	\$77,541	\$70,866	---	\$70,866	
Subtotal System Administration	\$441,701	\$35,156	\$396,532	\$7,420	\$37,749	\$328,420	9%	\$328,420	
Subtotal School Administration	\$485,715	\$34,747	\$408,456	\$2,998	\$74,861	\$400,565	15%	\$400,565	
Subtotal Other Instrn	\$75,806	\$1,864	\$43,833	\$1,686	\$30,287	\$36,777	40%	\$36,777	
Subtotal All Other	\$100,000	\$0	\$0	\$0	\$100,000	\$0	100%	\$0	
Total Expenses	\$1,103,222	\$71,767	\$848,821	\$11,504	\$242,897	\$765,762	22%	\$765,762	
Net Revenue over Expense	\$11,465,195	\$748,186	\$8,821,801	\$147,228	\$2,496,166	\$8,794,137	22%	\$8,794,137	
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	\$0	---	\$0	
TOTAL ALL EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	---	\$0	

DRAFT

**RSU 63**  
**Budget & Finance Committee**  
**Meeting Minutes**  
May 17, 2023  
Holbrook Middle School  
**5:15 p.m.**

**Members Present in Person:** Tracy Bigney and Linda Graban

**Also Present In-Person:** Kelly Theriault, RSU 63 Business Manager and Jared Fulgoni, RSU 63 Superintendent of Schools

**Members Unexcused Absent:** Cherie Faulkner

**Call the meeting to Order:** 5:25pm

**FY23 Financials**

Discussed summer salaries, pay averaging, and hourly staff hours. Discussion on out of district placement billing and cost center. Discussion on high school tuition issue with non-attending students and creating tuition agreements with receiving high schools.

**Bids**

Vehicle: We sent the RFP to nine dealerships and received two bids back. Requested a 7-9 passenger. Bids came back much higher than anticipated. We have rejected all bids and searched the market a bit more. We will go back to bid in the summer. We have \$30,000 to work with after reworking the ESSER III grant.

Electricity: Currently, we under contract with Maine Power Options until November 2023, current rate .064 cents per kilowatt. We have three vendors that submitted proposals. A twelve-month contract is a lot of work, Ms. Theriault and Superintendent Fulgoni would like to have a longer-term contract, at least a twenty-four month term. We could hold off and try again in August. Budget and Finance Committee recommends to move forward with USA.

Plowing: Bids are due June 1<sup>st</sup>.

Fleet Fuel: Bids are due June 1<sup>st</sup>.

Budget and Finance Committee approve to allow Superintendent Fulgoni to accept the lowest bid and move forward with contracting. Proposals will go to the committee in June for transparency purposes and to the Board at the June 26<sup>th</sup> board meeting.

**Audit**

FY22: The audit is finalized. Electronic copy is on the website and Ms. Theriault will send to the Board. No major concerns. Student activities accounts are listed on the management letter and will be discussed at the Admin Team Meeting this week.

FY23: Audit team is set for this school year. We will go to bid in the fall as we are completing our fifth year and are required to go to bid every five years. Pre-audit starts this week. They will be onsite the first week of October. Discussion on fleet cards (ie. Lowes), how many staff members have cards, and changes to manage them appropriately.

**Facilities & Transportation**

Mechanic Salary: We have been informally asked to address the mechanics salary as he has been offered another job with another district for a much higher salary. Ms. Theriault advised this should have been addressed when we amended the Bus Driver salaries, as drivers are now making more money than he is.

We will address salaries when we look at handbooks again. Superintendent Fulgoni feels strongly the Central Office Staff (Shelley Wyman, Kelli Pollack, and Lisa Gamblin) do not belong in the hourly support staff handbook and Ms. Wyman's position should be salary, not hourly. Linda Graban felt we need to look into this more and do some comparisons with other school districts.

**Other**

Discussion on staff vacancies and posting options.

**Next Meeting Date:**

**Adjourn:** 6:33pm

**APPROVED:**

**RSU 63  
Budget & Finance Committee  
Meeting Minutes  
June 14, 2023  
Holbrook Middle School  
5:15 p.m.**

**Members Present in Person:** Tracy Bigney and Linda Graban

**Also Present In-Person:** Kelly Theriault, RSU 63 Business Manager and Jared Fulgoni, RSU 63 Superintendent of Schools

**Call the meeting to Order:** 5:22pm

**FY23 Financials**

Kelly Theriault advised facilities and transportation cost centers will be close. We will need to do a cost center transfer for system admin. All other cost centers look good. Hot lunch year to date will be in the black again this year. Discussion on LD974 (support staff salary increases) took place.

**Bids**

Plowing: One bid was received. We sent the Request for Proposal out to multiple businesses. Whitmore Contracting was the only bidder and it came back at \$21,540.00. We budgeted \$18,500.00. This is a 3-year bid and it does increase each year. This recommendation will go on the June agenda for the Board.

Fleet Fuel: Two bids were received. They were close in price. The low bidder was RH Foster at .075 over rack price. This recommendation will go on the June agenda for the Board.

**RSU 63 Support Staff Handbook**

Kelly Theriault advised we should look at the handbook, especially with the new bill (LD974) going through legislature right now. Ms. Theriault gave a few options for salary step/tier changes for the committee to consider. She will bring some different options to the committee at the next meeting.

Discussion on the mechanic salary increase. The committee agrees a change is needed. Recommend a tiered salary scale versus a flat rate.

Discussion on removing central office from the hourly support staff handbook. Discussion regarding changing the Superintendent's Administrative Assistant position to a salaried position and create an employment contract. The committee recommends this change and leave all other hourly staff in the Support Staff Handbook.

**Facilities & Transportation**

Discussion on separation of the Facilities and Transportation Director position and options to fill those positions. Recommend to make the Transportation Coordinator a stipend position. Recommend to make the Facilities and Maintenance Manager a salaried position with a mandatory building check rotation.

**Other**

**Next Meeting Date:** August 8, 2023 at 5:15pm, Holbrook Middle School

**Adjourn:** 6:07pm

**APPROVED:**



### **Certification of Referendum Results:**

It is moved that the Computation and Declaration of Votes for the RSU 63 2023-2024 Budget, dated and attached here to and it is hereby approved (*Attachment A*). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Furthermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District.

**REGIONAL SCHOOL UNIT NO. 63  
COMPUTATION AND DECLARATION OF VOTES**

The total number of votes cast in all of the municipalities within Regional School Unit No. 63 (the "District") in the affirmative and in the negative on Question 1 of the Warrant and Notice of Election of the District Budget Validation Referendum held June 13, 2023, relating to the adoption of the District's 2023-2024 budget is as follows:

**QUESTION 1**

	<b><u>AFFIRMATIVE</u></b>	<b><u>NEGATIVE</u></b>	<b><u>BLANKS</u></b>	<b><u>VOID</u></b>
Town of Clifton	27	28	0	1
Town of Eddington	90	37	1	0
Town of Holden	121	29	1	0

**TOTAL**

The School Board hereby declares that Question 1 has **Passed**.

**Dated:**

\_\_\_\_\_  
Heather Lander

\_\_\_\_\_  
Heather Grass

\_\_\_\_\_  
Amy Hart

\_\_\_\_\_  
Linda Graban

\_\_\_\_\_  
Tracy Bigney

\_\_\_\_\_  
Tracy Roberts

\_\_\_\_\_  
Matthew Campbell

\_\_\_\_\_  
Rachel Downs

A majority of the School Board of Regional School Unit No. 63

A true copy, attest:

\_\_\_\_\_  
Jared Fulgoni, Secretary



Jared Fulgoni <jfulgoni@rsu63.org>

---

**old bus**

1 message

---

**Jake Morgan** <jmorgan@rsu63.org>

Tue, May 30, 2023 at 9:09 AM

To: Kelly Theriault <ktheriault@rsu63.org>, Jared Fulgoni <jfulgoni@rsu63.org>

The bus we have been taking parts from is ready for the scrap yard.

Bus 19, 2007 with 207,594 miles on it.

Let me know when you want us to take it down.

--

Only those who dare to fail can ever achieve greatly. RFK

Jake Morgan

Facilities/Transportation Director

202 Kidder Hill Road

Holden, Me 04429

P: 207-561-9238

E: [jmorgan@rsu63.org](mailto:jmorgan@rsu63.org)



**Regional School Unit 63**  
Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

**4. PAYMENT**

Payment will be made by the bid year as follows:

On or before:

November	30	20% of the bid amount
December	30	20% of the bid amount
January	30	20% of the bid amount
February	28	20% of the bid amount
March	31	20% of the bid amount

**5. BREAKDOWNS**

In the event that any or all of the contractor's equipment becomes inoperable, the contractor will be responsible for hiring additional equipment and operators, if necessary, at their own expense. Otherwise, the Superintendent of Schools shall hire necessary equipment and/or operators at the expense of the contractor.

**6. INSURANCE**

The contractor must show proof of a minimum of one (1) million dollars general liability and proof of Commercial Auto coverage for each vehicle listed prior to the contract being awarded.

**7. SNOW REMOVAL SERVICE AND SANDING WILL BE PROVIDED FOR:**

Year	Yearly Price
2023-2024	21,540
2024-2025	22,250
2025-2023	22,980

Clearly Print:

Company Name: Whitmore Contracting Inc.

Address: 17 Lunn Lane Eddington, ME 04428

Phone: (207) 989-2385 Fax: \_\_\_\_\_

Email address: hwhitmorecontracting@gmail.com

Contact Name: Holly Whitmore

Signed: H Whitmore

Date: 5/4/2023

*RSU 63 reserves the right, at its sole discretion, to accept or reject any proposal or portion thereof.*

**RSU 63 Bus Fueling Bid Form**

**A. Estimated fuel requirements:**

**Gasoline** (Estimated Monthly Usage 2,100 gallons)

- 1 Service Truck
- 3 Vans
- 6 Buses
- Mowing Equipment

**Diesel** (Estimated Monthly Usage 1,100 gallons)

- 6 Buses

**B. Conditions required of suppliers:**

1. Itemized monthly statement showing purchases by a vehicle identification code
2. Pump receipt required for each transaction
3. RSU 63 is tax exempt. If any taxes are included, please identify as such, so we may reclaim
4. Prices must be for the period July 1, 2023 through June 30, 2026

**C. Buses are fueled at varying times, based upon need, with no set schedule.**

**Proposals will be accepted until 1:00 pm, June 1, 2023**

**Mark-up over rack price per gallon**

Year (July 1 - June 30)	Regular Unleaded Gasoline Price per Gallon	Diesel Fuel Price per Gallon
2023-2024	.075	.075
2024-2025	.075	.075
2025-2026	.08	.08

**Bidder agrees to furnish products and services as per the above conditions and prices for the period stated.**

**Clearly Print:**

Company Name: RH Foster Energy LLC

Address: 81 McCaw Rd PO Box 161 Hampden ME 04444

Phone: 207-659-0910 Fax: 207-262-3498

Email address: jvuden@RHFOSTER.COM

Contact Name: Jim Van Uden

Signed: 

Date: 5/30/2023

**RSU 63 reserves the right, at its sole discretion, to accept or reject any proposal or portion thereof.**

**RSU 63  
SCHOOL BOARD MEETING SCHEDULE  
2023-2024**

DATE	TIME	LOCATION
July 2023 (TBD) (Board Workshop/Orientation)	5:30pm	TBD
Monday, August 24, 2023	6:30pm	Holbrook Middle School
Monday, September 25, 2023	6:30pm	Holden Elementary School
Monday, October 23, 2023	6:30pm	Eddington Elementary School
Monday, November 27, 2023	6:30pm	Holbrook Middle School
Monday, December 18, 2023 (if needed)	6:30pm	Holden Elementary School
Monday, January 22, 2024	6:30pm	Eddington Elementary School
Monday, February 26, 2024	6:30pm	Holbrook Middle School
Monday, March 25, 2024	6:30pm	Holden Elementary School
Monday, April 22, 2024	6:30pm	Eddington Elementary School
Monday, May 20, 2024	6:00pm 7:00pm	Holbrook Middle School (Board) Holbrook (District Budget)
Monday, June 24, 2024	6:30pm	Holden Elementary School

**Approved:**

**2023-2024 Board Committee/Assignments**

**Chair: \_\_\_\_\_**

**\*Must be elected**

**Vice Chair: \_\_\_\_\_**

**\*Must be elected**

**Budget and Finance Committee:**

**\*Must be elected**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Warrant Officers:**

**\*Must be elected**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Curriculum Committee**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Policy Committee:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Strategic Planning Advisory Committee**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE) Board Member**

1. \_\_\_\_\_
- Alternate: \_\_\_\_\_**

**United Technology Center (UTC) Board Member: (represents RSU 63, Dedham, Orrington, & Airline)**

1. David McCluskey (still needs to be confirmed)

**Board Representative to Student Wellness Committee: \_\_\_\_\_**

**Board Representative to Student Success Committee: \_\_\_\_\_**

**Brewer High School Liaison: \_\_\_\_\_**

**John Baptist Memorial High School Liaison: \_\_\_\_\_**

**Hampden Academy Liaison: \_\_\_\_\_**

**Bangor High School Liaison: \_\_\_\_\_**

# **RSU 63**

## **SCHOOL BOARD CALENDAR OF EVENTS**

### **2023-2024**

#### **Board Workshop: July 2023?**

#### **Board Meeting: Monday, August 24, 2023 @ 6:30pm; Holbrook Middle School**

- Building Tour 6:00pm
- Public session resumes approximately 7:00pm
- Staff Recognition – Years of Service
- Policy EFC – Food Service Program
- Review Policy GCBI – Superintendent Evaluation
- Support Staff Handbook
- Presentation: Professional Growth and Performance Evaluation (PEPG) and Professional Development

#### **In September:**

- Board Chair collects Supt. Evaluation feedback from other Board members
- Board Chair collects feedback regarding Supt. Performance from the public (2023) and staff (2024)

#### **Board Meeting: Monday, September 25, 2023 @ 6:30pm; Holden Elementary School**

- Building Tour 6:00pm
- Elect delegate(s) to Maine School Board Association (MSBA) Assembly
- Determine which Board members want to attend Maine School Management Association (MSMA) Fall Conference (Virtually October 28<sup>th</sup> and 29<sup>th</sup>)
- Presentation: Facilities

#### **Board Meeting: Monday, October 23, 2023 @ 6:30pm; Eddington Elementary School**

- Building Tour 6:00pm
- Executive Session 6:30pm regarding Superintendent Evaluation
- Public session resumes approximately 7:00pm
- Policy BBCC – Bomb Threats and BBCA - Comprehensive Emergency Management Plan
- Presentation: Transportation

#### **Board Meeting: Monday, November 27, 2023 @ 6:30pm; Holbrook Middle School**

- Executive Session 6:30pm regarding Superintendent Evaluation
- Public session resumes approximately 7:00pm
- Board Member information update from Fall MSMA Conference
- Presentation: Student Achievement and Instructional Strategies/Writing Curriculum

#### **Board Meeting (if needed): Monday, December 18, 2023 @ 6:30pm; Holden Elementary School**



**In January:**

- Superintendent shares calendar year summary regarding exited employees with Board

**Board Meeting: Monday, January 22, 2024 @ 6:30pm; Eddington Elementary School**

- Policy GBGAA - Exposure Control Plan and EBABA - Chemical Hygiene Plan
- Presentation: FY23 Audit

**In February:**

- Budget development begins for next fiscal year (FY25)

**Board Meeting: Monday, February 26, 2024 @ 6:30pm; Holbrook Middle School**

- Board vote to approve 2024-2025 School Year Calendar
- Presentation: FY21 Audit or Outdoor Education/Co-Curricular Offerings

**In March:**

- Budget Workshops (2 or 3)

**Board Meeting: Monday, March 25, 2024 @ 6:30pm; Holden Elementary School**

- Executive Sessions regarding contract negotiation regarding Administrators not covered under Admin Collective Bargaining Agreement and Collective Bargaining Agreement(s)
- Presentation: Technology

**In April:**

- Budget Workshops (1 or 2)
- Referendum language to Towns beginning of April; FY25 Budget and Referendum Process (vote required every three years)

**Board Meeting: Monday, April 22, 2024 @ 6:30pm; Eddington Elementary School**

- Renewal/Election of current probationary teachers
- Presentation: FY25 Budget

**In May:**

- Special Board Meeting: Approve FY25 Budget (or on April 22nd)
- RSU 63 Budget meeting in gym (raised hand vote)

**Board Meeting: Monday, May 20, 2024 @ 6:30pm; Holbrook Middle School**

- Presentation: Safety and Security
- District Budget Meeting (raised hand vote)

**In June:**

- Referendum June 14, 2024
- New Board members elected at referendum

**Board Meeting: Monday, June 24, 2024 @ 6:30pm; Holden Elementary School**

- Budget Validation of referendum results
- Welcome new Board members and organizational meeting (Chair, Vice Chair, Committees, Warrant Officers, etc.)
- Plan Board Workshop/Schedule
- 8<sup>th</sup> Grade Student Recognition
- Authorize Supt. To hire new employees during summer months
- Presentation: Elementary and Secondary Education ACT (ESEA)



## **Regional School Unit 63**

**Clifton, Eddington, and Holden**

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

**Approved 1/24/2022**

### **School Board Orientation/ Professional Development Timeline**

#### **Mid-June Members:**

- RSU Board member orientation materials
- Board binder forms
- Board Norms
- Committee information (including time commitment)
- Board evaluation form
- Candidate letter
- School Law Advisory "Robert's Rules simplified: Really!"
- School Law Advisory "Ten ways that superintendents and school boards can undermine each other"
- School Law Advisory "Maine school boards are unique: Understanding that uniqueness is important"
- DrummondWoodsum "Avoiding the Shoals: School Boards as Employers".

#### **Late June:**

Board workshop prior to Board meeting (same night) to discuss the overall results and possible goals for the upcoming year, tied to the Board evaluation standards.

#### **July All Members – Board Workshop:**

- Presentation (or video) from outside organization (ie. Maine School Board Association (MSBA), Brann & Isaacson, DrummondWoodsum, other sources)
- Roles and responsibilities
- Placing business on the agenda - request to Board Chair, Superintendent, or make a motion at a board meeting
- Agenda questions - no surprises, direct questions to Chair or Superintendent
- Review policy BBA – School Board Powers and Responsibilities, policy BBAA – Board Member Authority and Responsibilities, policy BBCB – Use of Social Media – Networking by School Board Members, policy BCA – Board of Directors Code of Ethics, policy BHC – Board Communications and Relationships with Staff, policy BJA – School Board Use of Electronic Mail

#### **August:**

Board workshop (brief 30 minutes) prior to the Board meeting (same night) to review - Policy BCA – Board of Directors Code of Ethics, Policy BEDH -Public Participation at Meetings, Policy KE – Public Concerns and Complaints, and Board Norms



## **Regional School Unit 63**

**Clifton, Eddington, and Holden**

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

### **September:**

- Review Policy GCBI – Annual Evaluation of the Superintendent. Review and answer questions. (During Board Meeting)
- Board Workshop (approx. 2 hours – not the same day as the Board Meeting) to review the RSU 63 Mission, Vision & Goals of the District (policy BA – Operational Goals & policy AD – Educational Philosophy), and strategic plan (read ahead of time), set 1-3 Board goals for the year

### **October:**

MSBA Delegate Assembly and MSMA Conference

### **January:**

Board workshop (brief 30 minutes) prior to the Board meeting (same night) to conduct mid-year review of progress toward goals and adherence to Code of Ethics

### **May:**

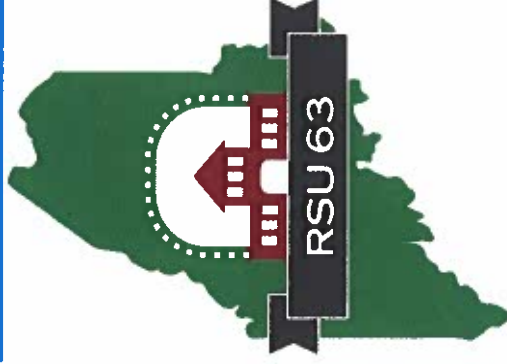
Individual Board members conduct Standards of Leadership Board Evaluation and submit the results to the Board Chair for compilation.

## PUBLIC PARTICIPATION PROCEDURES

School board meetings are held in public for the purpose of conducting board business. They are not public meetings. However, comments and concerns related to education are welcome within the guidelines set forth in Policy BEDH Public Participation at Meetings. The Board Chair will provide ~~two~~ **one** opportunity for public comment on the agenda. Rules for speaking within "Questions and Comments from the Public" are as follows:

- Citizens and employees of the school unit are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
- During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves by name and their community of residence when they begin speaking.
- Speakers should limit their comments to three (3) minutes speaking time.
- Speakers will not participate in gossip, make defamatory comments, or use abusive or vulgar language.
- Speakers should limit their comments to items that directly relate to the District.
- The Board Chairperson will maintain the prerogative to discontinue any presentation that violates any of the public participation guidelines.
- If several people wish to speak on the same topic, the Board Chairperson may request that a single spokesperson be selected by groups or organizations speak to the Board on the topic to avoid repetitious information. All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.
- With the approval of the Board Chairperson, questions or comments may be directed to specific Board members or officers of the district. Board members and the Superintendent may have the privilege of asking questions of any person who addresses the Board.
- In order to avoid contention and personal arguments between the Board, or individual members of the Board, with members of the public, challenges by members of the public regarding decisions or actions taken by the Board on any particular issue will not be debated in public. If the Board Chairperson chooses, he/she may state that the item will be taken under consideration to allow Board members to think further on the issue. Members of the Board and the Superintendent may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- Unless an item is posted on the agenda, discussion and action may be inappropriate. No complaints or allegations will be allowed at Board meetings concerning any person employed by the school system or against particular students. Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.
- If a personnel issue is not satisfactorily resolved by the Superintendent, the complaint can be filed in writing by the party or parties in question and sent to the attention of the Board Chairperson where it may be scheduled for discussion within an executive session.

## WELCOME TO THE MEETING OF THE RSU #63 SCHOOL BOARD OF DIRECTORS



202 KIDDER HILL  
ROAD  
HOLDEN, ME 04429  
(207) 843-7851  
[WWW.RSU63.ORG](http://WWW.RSU63.ORG)

### COMMITTEE MEMBERS

Town of Clifton: Linda Graban, Vice Chair  
Town of Eddington: Heather Grass; Tracy Bigney; and ~~Karen Quimby~~ Rachel Dows  
Town of Holden: Tracy Roberts, Chair; Matthew Campbell; Heather Lander; and  
~~Cherie Faulkner~~ Amy Harl

### ADMINISTRATORS

Jared Fulgoni, RSU #63 Superintendent of Schools  
Kelly Theriault, RSU #63 Business Manager  
~~Jesse Gauthier~~, RSU #63 Special Services Director  
Robert Meyer, Holbrook Middle School Principal  
Don Spencer, Holden and Eddington Elementary Schools Principal  
Timothy Baker, Holden and Eddington Elementary Schools Assistant Principal  
~~Kristina Dumond~~ Sharon Haskell, Director of Curriculum and Instruction  
George Cummings, RSU #63 Technology Coordinator  
~~Jake Morgan~~, RSU #63 Facilities and Transportation Director

RSU #63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

## **WELCOME**

The RSU #63 Board of Directors welcomes you. The Board appreciates visitors from the public and trusts that your attendance will be helpful. It is very important for interested persons to know about the workings of our school district and for us to be aware of what you feel is important to RSU #63's students. In that spirit, you are invited to participate in the meeting in accordance with the RSU #63 policy and rules.

## **NONDISCRIMINATION POLICY**

It is the policy of RSU #63 not to discriminate in educational programs, activities or employment practices on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin, age, disability, or genetic information.

## **SCHOOL COMMITTEE DUTIES AND RESPONSIBILITIES**

School Board responsibilities all derive from state law and regulations.

- First and foremost, we are responsible for setting the over-all policies for our schools. These policies range from curriculum standards and assessment requirements to codes of conduct for students and staff. Increasingly the policies we adopt are dictated by state and federal mandates, so we must also attempt to understand these and respond to them in the way we deem best for our students.
- We are responsible for preparing and advocating for an annual budget for the schools.
- We are responsible for hiring a Superintendent and responding to recommendations for hiring other staff.
- We are responsible for negotiating employment contracts with our teachers and other staff.
- We are responsible for providing, improving, and maintaining our schools.
- We are responsible for dealing with serious disciplinary matters, including possibly expelling and re-admitting students to school.

Board members have authority only when acting as a Board legally in session. The Board is not bound in any way by an action or statement of an individual member except when such statement or action is in pursuance of specific instructions from the Board.

In sum, we are elected to see that our schools provide each and every student with the best possible educational opportunity, knowing that a well-educated population is essential for our towns and country.

## **SUPERINTENDENT DUTIES AND RESPONSIBILITIES**

The position of the Superintendent of Schools is created by state law to provide each school board with the benefit of advice from a professional educator.

The state statutes and rules give the Superintendent the necessary authority to carry out the responsibilities assigned to them in relation to the role assigned to school boards. Responsibilities include, but are not limited to:

- Hiring Staff
- Recommending and Implementing Policy
- Proposing and Administering Budget
- Basing Actions on Policy and Law

## **COMPLAINT PROCEDURES**

All parents, students, or other citizens initiating complaints or concerns regarding any aspect of RSU #63 or employee is encouraged to seek a resolution at the lowest possible level (eg. the Teacher). If the grievance remains unresolved, a citizen may appeal to the Principal and eventually the Superintendent, if necessary.

## **BOARD MEETINGS**

RSU #63 School Board generally meet at 6:30pm on the fourth Monday of each month on a rotating school building schedule (Holbrook, Holden, Eddington). Agendas are prepared by the Superintendent and Board Chair. These are published ~~one week~~ **forty-eight hours** in advance of each meeting and are available on the web at [www.rsu63.org](http://www.rsu63.org), the Superintendent's Office, and at the Clifton, Eddington, and Holden Town Offices.

## **STANDARD AGENDA**

Call to order  
Executive Sessions (if any)  
Flag Salute/Moment of Silence  
Approval of Previous Meetings' Min. Recognition and/or Awards Presentation  
Questions/Comments from Public  
Dates of Next Meetings  
Budget and Finance  
Superintendent's Report  
Acceptance of Reports  
Old Business  
New Business  
Personnel  
Adjournment

## **EXECUTIVE SESSION**

In accordance with the Freedom of Access ("Right to Know") law, school board meetings are held in public. The Board may go into executive session, upon a vote of 3/5 of the members present and voting, for consideration of certain matters specified in law (eg.: personnel, student suspension/expulsion, contract to be negotiated, collective bargaining, legal advice or pending litigation). No final action may be taken in executive session.





## Regional School Unit 63

Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

### **RSU 63 BOARD OF DIRECTORS INFORMATION FOR PROSPECTIVE CANDIDATES**

#### **CONGRATULATIONS!**

We are glad you are considering running for a seat on RSU 63's Board of Directors!

We are current school board members who want to encourage you to complete nomination papers and work towards your election and service to the school community. We have found our service not only to be an essential and important benefit to the community's children, but a rich and rewarding experience for ourselves personally. We have terrific students, teachers, administrators, and staff and it is a pleasure to try to serve them. We also realize that our communities are extremely generous toward and supportive of our schools. We greatly value the sacrifices they make and the trust that they have placed in our schools. We strive to continue to make their support warranted.

Because the job of a school board also requires a considerable amount of work to be a success, we offer this information to you to help you realistically assess what the job of a school board member might involve and to help you determine if now is the right time for you to serve. However, in no way do we want to "scare you off". It is good work and our board needs you.

#### **SCHOOL BOARD RESPONSIBILITIES**

Our responsibilities all derive from State law and regulation. First and foremost, we are responsible for setting the over-all policies for our schools. These policies range from curriculum standards and assessment requirements to codes of conduct for students and staff. Increasingly, the policies we adopt are dictated by state or federal mandates, so we must also attempt to understand those and respond to them in the way we deem best for our students. We are responsible for preparing and advocating for an annual budget for the schools. We are responsible for hiring and firing the Superintendent and responding to recommendations for hiring other staff. We are responsible for negotiating employment contracts with our teachers and administrators. We are responsible for providing, improving, and maintaining the physical plant of the schools. We are responsible for dealing with serious disciplinary matters, including possibly expelling and re-admitting students to school. In sum, we are elected to see that our schools provide each and every student with the best possible educational opportunity, knowing that a well-educated population is essential for the successful future of each individual as well as our town and country.

Although these are serious responsibilities, don't worry. We have lots of help! Our administrators and staff are the ones who do the real work, like preparing budgets and developing the specifics of our children's education. We hire them to do that. In fact, one of the things we are NOT elected to do is deal with day-to-day school challenges. That is sometimes called "micro-managing" and we have found that is almost always not helpful. We work hard to hire competent administrators and staff, create meaningful expectations for their job performance, and then provide them the support they need to do the job we expect from them.



## **Regional School Unit 63**

### **Clifton, Eddington, and Holden**

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

When you join a board, you will be joining experienced board members. There definitely is a “learning curve” and you are not expected to come on board “knowing it all”. We are all there to help one another. If you have not previously attended board meetings, we encourage you to attend any or all of our meetings between now and Election Day. The meetings are, of course, public meetings and you are always encouraged to attend. Attending will explain a lot more than this information ever could.

Also, feel free to ask any current board member any questions you now have about service. You can find out who is now on the board by checking the RSU 63 website or by calling the Superintendent’s office. There are also helpful materials on the MSBA (Maine School Board Association website <https://www.msmaweb.com>)

### **SCHOOL BOARD STRUCTURE**

Many people do not understand the structure of the school boards. It is largely determined by the state legislation.

Once you are elected, you become part of an eight-member school board. Four are elected from Holden, three from Eddington, and one from Clifton. You will be meeting once a month for our regular board meeting. We usually have a rotation between the three schools.

Like any other board, there are committees and work groups that we each participate in. Some of the recent or on-going committees have included policy review, budget & finance, student success, facilities, and contract negotiations. Yes, serving on these committees does mean extra meetings and work, but we have found that serving on these committees often strengthens our school, and broadens and deepens our knowledge of and appreciation for our schools.

### **WHY WE SERVE**

You might choose to run for school board for many reasons. Usually, it is because you have or have had a child in school and wish to support your school. However, sometimes it is because you have had what you feel is a negative experience with some aspect of your school. Or perhaps there is one issue in particular that you feel passionate about. Some people refer to that as “having an agenda”. While wanting to make change in our government’s policy or practice is a valuable and valued motivator, we offer a word of caution about being significantly moved by anger on a single issue to seek this job. The board has so many diverse responsibilities that whatever issue you have at the moment is likely to quickly pass and you will be left needing to be responsible for many other issues, which may not be what you had in mind. You need to be willing to “buy” the whole package.

Being on a school board is an act of volunteerism. It is an essential part of our representative democracy. Serving on the school board helps to ensure that the “control” of our schools stays local and strong.

We hope that we have been able to answer some of your questions about the responsibilities and rewards of service on our school boards. We hope you will consider offering yourself as a candidate from your town, and we wish you the best of luck in your endeavors.



**Regional School Unit 63**  
Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

---

**RSU 63 Board of Directors**  
**Standards of Leadership Annual Evaluation**  
***\*\*Adapted from RSU 21 Board Evaluation***

These standards are rated using the following scale:

**4 – Exemplary**

Rating is reserved for performance that significantly exceeds proficiency and could serve as a model for leader's district-wide or even statewide. Few boards are expected to demonstrate Exemplary performance on more than a small number of targets.

**3 – Proficient**

Rating represents fully satisfactory performance. It is the rigorous standard expected for most experienced boards and the goal for new boards performing at the basic level. Proficient boards demonstrate acceptable leadership practice and meet or make progress on all outcome targets.

**2 – Basic**

Rating mean that performance is meeting proficiency in some components but not others. Improvement is necessary and expected.

**1 – Does Not Meet**

Rating indicates performance that is unacceptably low on one or more standards and makes little or no progress. Ratings of ineffective are always cause for concern.



## Standard 1: Vision, Leadership, and Accountability

Descriptor: The RSU 63 Board of Directors commits to a vision of high student achievement and effective instruction, specifies clear goals to realize that vision, demands accountability for results, and supports continuous improvement of the district.

### Possible Data Sources:

- Alignment with district vision and mission statement
- Adherence to Standards of Ethics
- Established goals
- Board agendas
- Board presentations
- Board retreats
- Board communications
- Annual Evaluation of the Superintendent
- Board self-evaluation

### Rating for Standard 1: Vision, Leadership, and Accountability

	<b>4 Exemplary</b>	<b>3 Proficient</b>	<b>2 Basic</b>	<b>1 Does Not Meet</b>
The board develops a shared mission and vision that reflects student achievement and community priorities, and communicates it to the community.				
The board develops annual district goals in alignment with the district vision and mission and adopts a strategic plan developed by the superintendent to meet those goals. Goals are communicated to the community.				
The board regularly monitors progress on district goals, effective instruction, and student achievement with data-based information.				
The board keeps informed about what children are learning through reports on scholastic achievement, vocational programs, and the impact of extra-curricular activities.				
The board annually evaluates the job performance of the superintendent and monitors the progress made on the superintendent's goals.				
The board conducts a self-evaluation to monitor its own performance and participates in professional development, including board training and seminars.				

Comments:

## Standards 2: Board Governance and Policy

**Descriptor:** The RSU 63 Board of Directors works effectively as a team and collaborates with the superintendent, exhibits a shared understanding of board and superintendent roles, maintains a set of board operating procedures, and leads/governs the district through policy.

**Possible Data Sources:**

- Date and agenda of annual orientation
- Policy review and updates
- Board policy manual
- Board orientation materials
- Attendance and state-mandated trainings

### Rating for Standard 2: Board Governance & Policy

	<b>4 Exemplary</b>	<b>3 Proficient</b>	<b>2 Basic</b>	<b>1 Does Not Meet</b>
The board and superintendent participate in an annual workshop to build team relationships, review roles, responsibilities, and board operations, and orient new board members.				
The board has a procedure in place for regularly reviewing existing policies and developing new ones.				
The board closely adheres to its own procedures, protocols, and policies for effective board operations.				
The board clearly understands its governance role and responsibilities, adheres to open meeting laws, and delegates district operation responsibilities to the superintendent.				
Board members publicly support the decision of the majority and speak with a unified voice.				
Board leadership acts mentor to new members to help them learn the ropes and provides new members with a detailed explanation of the board's mission.				

**Comments:**

### Standards 3: Communication and Community Relations

**Descriptor:** The RSU 63 Board of Directors effectively communicates with the superintendent and the local community, represents community interests and values, and ensures district information and decisions are communicated to the community.

**Possible Data Sources:**

- Communicates policies and procedures
- Schedules or invitations to community forums
- Reports or presentations on programs that demonstrate community partnerships
- Legislative meetings, letters, or advocacy efforts
- Newsletters and websites
- Survey results

#### Rating for Standard 3: Communication and Community Relations

	<b>4 Exemplary</b>	<b>3 Proficient</b>	<b>2 Basic</b>	<b>1 Does Not Meet</b>
The board develops a collaborative relationship with the superintendent, keeping cooperation and respectful discussions at the center of its deliberations.				
The board establishes effective communication with parents, students, staff, and community members while respecting the chain of command and lines of responsibility.				
The board works with the superintendent to gain input from the community using forums, surveys, and other vehicles, following agreed-upon procedures.				
The board actively promotes support for the district through its vision and promoting educational opportunities for all students.				
The board is an advocate for the district's interests with legislators and other elected officials.				

**Comments:**

## **Standards 4: Fiscal Resources, Staff Recruitment, and Environment**

**Descriptor:** The RSU 63 Board of Directors oversees the fiscal conditions of the district, aligns resources to meet district goals, ensures appropriate policies for staff recruitment and retention, supports district wide learning and promotes conditions for health and safety.

### **Possible Data Sources:**

- Process for budget development and adoption
- Communication materials, website, newsletters
- Facilities plan and schedule for updates
- Audit report
- Policy on recruitment and hiring
- Professional development plans

### **Rating for Standard 4: Fiscal Resources, Staff Recruitment, and Environment**

	<b>4 Exemplary</b>	<b>3 Proficient</b>	<b>2 Basic</b>	<b>1 Does Not Meet</b>
The board adopts an annual budget that adheres to the provisions of the law and allocates resources based upon the district's vision, goals, and priorities for student achievement.				
The board keeps the community informed about the financial needs of the district, seeks cost savings and operational efficiencies, and invites community input.				
The board monitors facilities plan that meets student and staff health and safety regulations and guidelines.				
The board ensures that the audit committee functions in accordance with regulatory requirements, reviews internal audit finding, and responds appropriately.				
The board supports the recruitment of highly effective teachers, administration, and staff and provides professional development and support.				

Comments:

## Standards 5: Ethical Leadership

Descriptor: The RSU 63 Board of Directors promotes the success of ALL students and staff, and conducts district business in a fair, respectful, and responsible manner.

Possible Data Sources:

- Articulation or publication of plans and programs for student success
- Code of Ethics Policy
- Standards of Ethics

### Rating for Standard 5: Ethical Leadership

	<b>4 Exemplary</b>	<b>3 Proficient</b>	<b>2 Basic</b>	<b>1 Does Not Meet</b>
Board members are able to speak their minds without fear of being ostracized.				
Board handles conflict openly and constructively.				
Board members actively promote the belief in the success of all students in the district.				
Board members act as conscientious role models and exhibit professionalism.				
Board members exercise authority only as a board of the whole and recognize that no individual board member has authority to take individual action on behalf of the board.				
Board members avoid conflicts of interest and appropriately disclose if one arises.				
Board has adopted and annually reaffirms its code of ethics.				

Comments:

**RSU 63 Board of Directors  
Annual Evaluation Rating Form**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standards</b>	<b>Summative Score</b>
	4 3 2 1
Standard 2: Board Governance and Policy	4 3 2 1
Standard 3: Communications and Community Relations	4 3 2 1
Standard 4: Fiscal Resources, Staff Recruitment, and Environment	4 3 2 1
Standard 5: Ethical Leadership	4 3 2 1
Attainment of Goal(s)	4 3 2 1
<b>ANNUAL EVALUATION SCORE</b>	4 3 2 1

Possible Future Goal Areas:

